

Employee Bonus

Subcontract Agency Name _____

The Department of Workforce Development, Division of Workforce Solutions, Administrator's Memo 01-21 states "W-2 Agency" means a W-2 Agency and any subcontractors of the W-2 agency administering any aspect of the W-2 contract."

As a subcontractor with _____ (fill in the name of the W-2 agency), I assert the following:

_____ W-2 funds will not be used to give employee bonuses under this contract.

_____ W-2 funds will be used to give employee bonuses following State policy (outlined in Administrator's Memo 01-21). **A copy of our bonus policy is attached.** I further state that no bonuses will be given out until our bonus policy has been approved by the Contract Manager for the Department of Workforce Development.

Subcontract agency:

Signed: _____ Date: _____

Printed Name: _____

Regional Office Approval:

Signed: _____ Date: _____